

4 November 2002

DCCW-EASO

MEMORANDUM FOR SUPPLY COORDINATORS AND FISCAL OFFICERS

SUBJECT: Initiative Effort, Reduction of Department of Defense Interest Penalties Training

In a coordinated effort to reduce interest penalties on the payment of contractors' invoices, Defense Contracting Command-Washington (DCC-W) and Defense Finance and Accounting Services, Directorate for Network Operations will host training sessions during the period 19 - 21 November 2002.

Training will cover initiation and completion of receiving reports (DD 250, DD 1155 and DD 1449). The target audience includes Agency Supply Coordinators, Fiscal Officers, and any other personnel responsible for preparing and signing receiving reports. Each agency performing this receiving function is strongly encouraged to send a representative.

The training will take place in the Pentagon, Room 2E715A on the following dates:

<u>Dates</u>	<u>Times</u>
19 November 2002	1200-1400
19 November 2002	1400-1600
20 November 2002	0800-1000
20 November 2002	1000-1200
21 November 2002	0800-1000
21 November 2002	1000-1200

As a result of the large dollar amounts being paid in interest penalties by Department of Defense (DoD) components, the Under Secretary of Defense, Comptroller in July 2002, issued a directive aimed at reducing these penalties. In compliance with this directive, the purpose of this training is to educate agency representatives on the proper methods of preparing and distributing receiving reports.

Accurate and timely completion and submission of receiving reports, in accordance with the Prompt Payment Act (5 CFR Part 1315) is the best method of avoiding interest penalties. Further information on this requirement is available at www.fms.treas.gov/prompt/regulations/html

For registration, personnel should visit the Defense Contracting Command-Washington website at <http://dccw.hqda.pentagon.mil/services/trainingreports.htm>. Registration should be completed by COB 14 November 2002, due to space concerns for the training location. Please include in reservation request, the following: name, agency, phone number, your email address, DoDACC, and preferred date for attending the training. Point of contact at (DCC-W) will be the Training Report Coordinator (703) 697-7766 for any questions.

Director, Executive Acquisition
Office